

The Eddy Magistrate DWI Drug Court program is accepting letters of interests for the Compliance/Surveillance Monitor. The contractor selected will provide supervision to ensure that the participants of the Eddy Magistrate DWI Drug Court program are compliant with the program requirements.

Minimum Qualifications and Scope of Work:

- High School Diploma or GED required.
- Previous law enforcement, corrections officer experience or reserve officer training preferred.
- Must possess a valid New Mexico Driver's License, with no prior DWI's, misdemeanors or felonies.
- Ability to communicate in English orally and in writing. Basic oral communication skills in Spanish preferred.
- Must have computer application knowledge and typing skills.
- Ability to handle stress and respond appropriately in stressful situations.
- Must be able to provide and annually maintain bond certification.
- Must be able to provide surveillance services on nights, weekends, and holidays.
- Must be able to perform field visits to home, work, or school.
- Must be able to participate in all DWI Court hearings twice a month.
- Must be able to attend all trainings with some training possibly out of state.
- Must agree to collect oral, urine or breathe samples for drug and alcohol screenings.
- Other duties as required.

The contractor shall provide the Eddy Magistrate DWI Drug Court program with a Certificate of Insurance for \$1,000,000 listing the Eddy Magistrate DWI Drug Court program as an additional insured in connection with any action that may be taken against the contractor in performance of work under this agreement. Contractor agrees to annually maintain bond certification in the amount of \$1,000,000 dollars.

Compensation under this contract will be \$27,000.00. Letters of interest should contain all information requested; send all materials to the address listed below by close of business on September 11, 2015.

1. Name, street address, phone number, and email address.
 - a) A statement describing how you meet the minimum qualifications.
2. A statement demonstrating your background and experience in your field.
3. A proposed fee schedule.
4. A statement of availability to travel, if needed.

All questions should be addressed to:

Leandra Sanchez Berdoza
Coordinator
1949 S. Canal
Carlsbad, NM 88220
(575) 885-3218 X 113.